ATTENTION BAC LOCAL 3 MEMBER
OSHA INSTRUCTIONS

1. You must be a BAC Local 3 member in good standing.

2. Fill out the OSHA enrollment form completely. Forms can be found on our apprenticeship websites
   Tile @ www.netijatc.org  Brick/Marble/PCC/Terrazzo/Refractory @ www.bac3train.com

3. You must provide an accurate and working email address.

4. Enrollment forms should be emailed to the Apprenticeship Office, Tile Layers and Finishers
   msanchez@bac3tilejatc.com and Brick/Brick/Marble/PCC/Terrazzo/Refractory olga@bac3train.com

5. The Apprenticeship office will send you an email confirmation. Please check your spam folder. You
   must respond to the email to confirm you have a valid email address.

6. After your email is confirmed; you will receive an email from sholland@imtef.org with
   instructions and a link to Red Vector who offers the on-line OSHA training.

7. Your username will be your email address and the password is your 6 digit I.U. number.

8. After completion, send your “Certificate of Completion” to the Apprenticeship Office. You must
   do this to receive a stipend.

9. After your Certificate is received by the Apprenticeship office. Your completion will be
   documented with the Apprenticeship office.

10. Proof of completion will then be sent to the Union Hall.

11. The Union Hall will request Stipend Checks from Benesys. Stipend checks do not come from
    the Apprenticeship office. Checks will be mailed to your address on file with Union Hall.

12. The stipend amount is $199 for OSHA 10 and $597 for OSHA 30. Apprentices in the masonry
    trades may only take OSHA 10. Stipends are limited to $597.00 per calendar year

13. Your OSHA 10 or 30 card will be mailed directly to you within 4 to 6 weeks from the date you
    completed the course by (Kelly Services/Red Vector/Clicksafety).